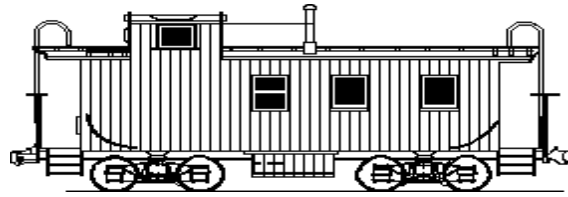


Wayne H. Nickum Town  
Hall 12641 Chapel Road  
Clifton, VA 20124

Mailing Address:  
P.O. Box 309  
Clifton, VA 20124



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, NOVEMBER 5, 2025, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

Present: Mayor Tom Peterson,, Councilmember Mary Hess, Councilmember Lynn Screen, Councilmember Jay Davis, Councilmember Steve Effros  
Staff: Suzy Murphy, Town Treasurer and Laura Jane Cohen, Town Administrator  
Absent: Vice Mayor Regan McDonald and Kerrie Gogel, Town Clerk (maternity leave - Mary Hess acting Clerk)

Meeting called to order by Mayor Peterson at 7:30pm, followed by the pledge of allegiance

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed). - Not needed.
2. Report of the Town Clerk: Kerri will be coming back by next meeting. Mary Hess will be going over all happenings with her. Minutes are posted on website by CM Davis.  
TP motion to approve LS second all agreed
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions)

**Mayor Peterson made a motion to approve the minutes from the October Town Council meeting. The motion was seconded by CM Screen and approved by poll, 5-0.**

- b. Mayor Peterson congratulated CM Screen as mayor elect and Administrator Cohen as delegate. He plans to congratulate the other town council members, publicly at the next town council meeting. He is waiting for the election results to be final.
3. Report of the Treasurer: See attached report
  - a. Basic payments made based on approvals from previous TC meeting
  - b. Request for approvals of the following invoices:
    - Resource Recovery Project, invoice# 2025-09 for September fees and shredding event \$1,932.00

- Revize LLC, invoice# 22038 for website hosting, software updates, training, annual fee, etc for \$2,990.00
- LCS Property Srvs, invoice # 2160 for walking path bridge rebuild for \$3,880.00
- Fairfax County Fire Department for Fire Program funds for \$15,000 - CM Davis explained no approval needed for this payment since this is a pass through expense
- Sunbelt rental \$2,225.00 for Haunted Trail
- Norfolk Southern \$2,161.33 for the Town's annual agreement. Regan sent an email regarding ownership of railroad being changed. He asked we verify who it is we are to pay and what is the agreement between the Town and new entity. Administrator Cohen will lead this action item. CM Screen will send the contact information.
- Mayor Peterson mentioned there is a chimney cleaning service using the Town address. Administrator Cohen will track them down and stop their use of a false address.

**CM Davis made a motion to approve invoices payment requests. The motion was seconded by Mayor Peterson.**

**CM Hess: Aye**

**CM Screen: Aye**

**CM Davis: Aye**

**CM Effros: Aye**

**Mayor Peterson: Aye**

#### 4. Report of the Administrator

a. National Railroad partnership grant program. Representative Herrity sent to Clifton. Town may be able to use safety as a reason to qualify for the grant. Administrator Cohen would like to apply regarding pedestrian and car safety. She will include information regarding the light idea as part of Streetscapes. CM Effros says riprap is a good idea and some town residents have asked for the train to stop the horn at 2am. For it to happen the metal arm would need to be installed. This grant may provide for those. Could get the horn to not blow from Midnight - 6am? TC says yes for Town Administrator to pursue the grant.

b. Biker Sunday - meeting was on a lower participation day due to Clifton Day. The police and representatives will be coming back another time or two. If

driveways are blocked the police are to be called. CM Effros saw Representative Herrity and thanked him for coming to the meeting, and reemphasized the group size was not typical. The Sully officer was impressive and fantastic. She was very responsive and understood. Pat Espesito did not attend - they did not want to pressure him right off. Administrator Cohen gave the idea to build a positive relationship - maybe offer the Barker bldg restrooms.

- c. Files have been moved and the Town will not have storage unit fees any longer. Anna, an intern, is inventorying the data and will look into scanning. Need clarity on digital storage. There is a space for digital archives. CM Davis explained when Kerri gets back the two will be connected to figure out.

5. Citizen's Remarks - none

6. Reports of Committees:

- a. Planning Commission - out of town. CM Davis reported about the Curran project and explained all their plans meet code. The planning commission recommends for the plans to move forward.

**CM Davis made a motion to approve Curran plans. The motion was seconded by CM Effros; all approved.**

- b. Architectural Review Board - no meeting last month
- c. Special Projects Committee (Streetscape) - see attached report. VDOT says to join the projects together. Project team spoke at length - they feel the projects should remain separate; Duct Bank vs full construction. The place the job was advertised - the smaller contractors do not look there. Sounds like there were website issues, as well. It was requested to VDOT to keep the projects separate and advertise the duct bank separately and have the paperwork ready for the larger part of the project too. Would advertise the duct bank project for 30 days - Town can contact the contractors to alert them of the opportunity to apply. 45 days of advertising is not statutory. The bidder that was interested still is. NOVA district is on board but waiting for central office response. Hoping to have the response soon. CM Effros asked why not advertise together? Chair Yantis says separate reduces financial risk. When duct bank is done it then needs to be turned into the utility companies and Town could incur a penalty for contract delays. CM Davis says we have good options now to get bids and we should give it a try. Chair Yantis is hearing from others in the business that there are companies that do Duct Bank work only. CM Effros asked when would the 2nd part happen? If the first part bid is over by 20-30% of budget and then the 2nd part is too - the town may be in a hard financial spot. He continued saying if we put the projects together we may see the whole bid and be able to make a better financial decision. CM Davis

reiterates this has always been a risk and says the bid received was not viable and the company that sent it was not a good fit. CM Effrom says not sure - is very concerned about the cost. He would like to get a good idea for the entire cost. CM Davis and CM Effros volleyed about the considerations. CM Effros says the question is how does the town get a sense on what the actual cost may be prior to a shovel in the ground? He asked Chair Yantis - NOVA in 2023 said it would cost \$3.5mil not \$2.5. CM Effros still wondering due to inflation, new administration at the state that the grant may go away. How do we get a good estimate? Chair Yantis says there has not been a comprehensive estimate; VDOT does not provide one. CM Davis- says the report was estimating based on maximum increases so the \$3.5 mil was worst case scenario. He asked when could the advertising for the 2nd part be done? If Duct Bank started in Jan/Feb, the report needs to be prepared. Town could award a contract prior to all the utilities being completed. Then the 2nd part could be advertised at that time (Jan/Feb). CM Effros says things have changed since that last public hearing on the subject in Dec 2023. Town is responsible for lighting, plantings, repairs, etc... Town has not decided about the finishings and those may not be used. CM Effros is asking for a reasonable estimate of full costs. CM Screen says when VDOT says put it together it seemed like a good idea; but now listening and being able to move forward with the Duct Bank we should try it. She continued saying just new bids for the duct bank may help with the feeling of total bid. All agree (including VDOT) the bid that came in was not reasonable at all. If other bids come in out of whack for the Duct Bank the Town does not need to accept them. CM Davis says not losing time by going forward with them separate now. CM Hess brings up that we do not have enough info to stop or worry. Still need to see other bids to know. We do not have enough information to stop the project at this time. Mayor Peterson says the bid was if they will jump to this amount we will do it but they really did not want the job. CM Davis says let's move forward with the new ways to advertise we are likely to get real bids. Chair Yantis emphasized that other contractors said the one bid was ridiculous and we should move forward. He says it is real there is ability to get more money. There are ways to get more money if the project over runs its budget.

**CM Davis made a motion to approve the change order for JR, as well the increase in fee due to the change order. The motion was seconded by CM Screen; all approved.**

- d. Parking and Traffic Committee - CM Hess explained closing parking on main st for Halloween was helpful and should be done annually. CM Davis suggested "the no parking" should be extended to Chestnut. SM Hess says, then parking will be a concern - town will need a volunteer to help with

parking. Closing School and Water streets was helpful. Town just needs to plan for parking. Police Department cancelled at last minute. We ordered the service through a 3rd party service as required now. Communication was had between the Town and police. No communication from the 3rd party was made to us. There were no volunteers to do the job. There are other situations like auxiliary police, retired, etc so can get them for another time. The system was not good. We could have offered more money. They are planning on asking Mike Davis to lead parking and traffic for next year. CM Screen says police are a good idea. Plan is in place just need actual police to make it work. We need to get the funds refunded. Administrator Cohen asked if word can get out to have folks parked at Clifton ES but the thought is that will not stop folks from coming into town. CM Hess to give Treasurer the info to get the money back. CM Effros says a sign about Halloween parking this way could be helpful.

- e. Finance Committee - no meeting CM Davis asked for an analysis of moneys needed based on meals tax issue. CM Effros explained the committee decided to increase to meet the county number. CM Davis wants the funds spelled out. He wants a justification of spending. CM Screen explained that the numbers were all over the place and so there will be numbers CM Davis and Streetscapes Chair Yantis says start with the current numbers. CM Davis wants to see reports from the finance committee. CM Screen says we were rushed and the projections were all over the place. There was a good exercise but no final product. CM Davis wants to see outcomes from the finance committee. CM Hess saying we cannot assume the amounts will be the same. Be sure to incorporate some what ifs - like a business moves out of town or is not doing well, etc...
- f. Call for any other Committees. Haunted Trail - CM Screen says it was very successful and a small army made it happen: 2800 ticket sales, parking pre sale, too. Over \$40,000 pre sale. Most income ever. Sold some t-shirts, Villagio food truck, baked goods by Robinson All Night Grad Party. Amazing event but it needs to change. Need a whole trail and get others involved. Need more pre-work. Committed skits needed. A very positive community event. Mr. Yantis thought the flow of people was better
- g.. Legal committee - finished up contract on Pink House and was sent to TC.; no surprises in the contract. Builder estimate is \$632K \$500K gift and the remainder is the town's financial responsibility. The contract is not a commitment of the money. The ask is for \$25,000 to give a thorough estimate and then those funds will go toward the overall cost. CM Effros asked Treasurer if we have the funds for the \$25K and she explained we do.. Public hearing will be needed for the actual work to begin/final scope of work contract due to a change

in the budget to move forward with the project. Royce explained the contract and need for the study to get a confirmation on scope of work.

**CM Effros made a motion to adopt the contract to study and approve a deposit of \$25000. The motion was seconded by CM Screen.**

**CM Hess: Aye**

**CM Screen: Aye**

**CM Davis: Aye**

**CM Effros: Aye**

**Mayor Peterson: Aye**

Unfinished Business:

- a. Barker Building - no topic
- b. Meals Tax - no recommendation yet

7. New Business:

a . Original Clifton Elementary School Bell - from the old location. The Bell was in Maine, Mayor Eldgin's niece inherited it and took it to ME. It was discovered it and a decision was made to bring the bell back to Clifton exchange of a donation to the historical society in finder's town. The Bell needs a location. Mayor Peterson currently has the bell.. He will pay if the Town will not. \$500 donation will be made.

**Mayor Peterson made a motion to donate \$500 from the Town. The motion was seconded by CM Hess; all approved.**

b. Donated Bench for Ayre Square - Mike Scott wants to donate a bench to memorialize his brother. He will pay for all the costs and the Petersons want to do that in memory for their daughter. CM McDonald has some examples for benches. CM Screen mentioned they want to design Ayre Square and use the benches there.. There are lots of ideas and there are great plans. Mr. Hess says he will help, too. Wayne Nickum wants one for Donna, too. Mayor Peterson will reach out to CM McDonald.. Administrator Cohen has an idea to use an intern. She also suggested the town buy the benches and get reimbursed by the donors.

c. Guardrail from CES to Main Street on Existing Path - Mayor Peterson says the town should consider. CM Hess says there needs to be a bigger plan - lights, rail, etc...Someone should study it. What committee? Maybe parking and traffic since it comes from the parking lot

d.Federal Railroad Administration (FRA) Grant Opportunity - covered by the Administrator.

e.Announcement of the "Wayne & Donna Nickum Community Service" Award - Mayor Peterson announced it will be given to Geri and Susan Yantis and a resolution made in Richmond for recognizing their service. Come December.

f.Announcement of the "Lucia Effros Perseverance" Award Mayor Peterson says Karen Franka was recommended by SM Effros

8. Adjournment.

**CM Hess made a motion to adjourn. The motion was seconded by CM Davis; all approved.**

## **TREASURER MONTHLY REPORT**

**October 2025**

**COUNCIL MEETING – November 5, 2025**

### **Other Payments – Previously approved by Council**

- Bowman, invoice# 514122 for Streetscape Phase 2 ROW Acquisition, document recordation and Parcel 6 negotiations for \$891.36
- Harrison & Johnston, invoice# 87601 for VESMP MOU and Town Code for \$1,050.00
- LCS Property Srvs, Invoice# 2002 – tot lot improvements for \$3,222.00
- Art Guild, Jan 1-Sept 27, 2025, 39 weeks of trash service at \$50 per week, \$1,950.00
- Bowman, invoice# 518365 for Streetscape Phase 2 Row, for \$893.33
- Green Valley Landscaping, invoice#59050, 5 lawn mowing dates and trimming for \$1,575.00
- Flag Disposal, invoices 10237 & 10238 for trash service for \$3,325.00
- Clear Point, audit preparation FY24 through 2<sup>nd</sup> quarter, invoice# 351 \$7,772.50
- MSP Custom Solutions, invoice# 355968 for Haunted Trail T-shirts for \$4,223.50
- Algon, invoice# 231 for Haunted Trail gravel for \$770.03

### **Requests for Approval of Payment**

- Resource Recovery Project, invoice# 2025-09 for September fees and shredding event \$1,932.00
- Revize LLC, invoice# 22038 for website hosting, software updates, training, annual fee, etc for \$2,990.00
- LCS Property Srvs, invoice # 2160 for walking path bridge rebuild for \$3,880.00
- Fairfax County Fire Department for Fire Program funds for \$15,000



		October '25	Month Budget	July '25 - June '26	YTD Budget	Annual Budget
<b>OPERATIONS - FY25</b>						
<b>Income</b>						
	<b>Taxes and Permits</b>					
	Town Permits and Licenses (ARB, Use, BPOL)	250	4,258	1,010	17,033	51,100
	Town Meals Tax - NEW	21,701	18,750	101,930	75,000	225,000
	All Other Tax and Permit (State, County, NVCTB)	4,364	3,604	15,489	14,417	43,250
	Facility Rentals (Town Hall, Pink House, Parks)	650	346	950	1,383	4,150
	Grants (Fire, Litter Control)		2,417	15,000	9,667	29,000
	<b>Events</b>				0	
	Celebrate Clifton Gala		0		0	0
	Haunted Trail	69,615	2,917	72,365	11,667	35,000
	Homes Tour		417		1,667	5,000
	Interest Income	5,348	5,000	21,751	20,000	60,000
	Other Income		0		0	0
	<b>Total Income</b>	<b>101,929</b>	<b>37,708</b>	<b>228,495</b>	<b>150,833</b>	<b>452,500</b>
<b>Expense</b>						
	<b>Payroll Expenses</b>	11,443	13,034	45,772	52,135	156,406
	<b>Contractual</b>				0	
	Town Government (Prof fees, dues, web, storage)	9,087	10,354	23,009	41,417	124,250
	Facilities (Town Hall, Pink House & Parks)	4,721	5,225	8,476	20,900	62,700
	Services (Landscape, trash, electric)	7,369	3,658	13,353	14,633	43,900
	Grants (Fire, Litter)		2,417	2,296	9,667	29,000
	Events	9,924	2,342	9,924	9,367	28,100
	Committees		1,388	507	5,550	16,650
	Commodities	202	254	403	1,017	3,050
	Other (Council Approval Required)	1,189		1,189		
	<b>Total Expense</b>	<b>43,935</b>	<b>38,671</b>	<b>104,929</b>	<b>154,685</b>	<b>464,056</b>
	<b>Net Income from Operations</b>	<b>57,995</b>	<b>(963)</b>	<b>123,565</b>	<b>(3,852)</b>	<b>(11,556)</b>
<b>CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25</b>						
<b>Expense</b>						
	<b>Town-Funded Projects</b>		11,833		47,333	142,000
	Harris & 8 acre parks improvements, signs, parking and trash enclosure					
	<b>Net Income - CIF Funds/Town Funded</b>		<b>(11,833)</b>	<b>500</b>	<b>(47,333)</b>	<b>(142,000)</b>
<b>CAPITAL IMPROVEMENTS/GRANT INCOME - FY25</b>						
<b>CIF Income</b>						
	<b>CIF - Reimbursement from VDOT</b>		133,333	104,440	533,333	1,600,000
			0		0	
	<b>CIF Expenses</b>		0		0	
	Processing Easements		0		0	0
	Streetscape 2A - Preliminary Engineering		0		0	
	Streetscape 2A - Right of Way	1,731	0	8,302	0	
	Streetscape Phase 2A Construction		166,667		666,667	2,000,000
	<b>Total CIF Expenses</b>	<b>1,731</b>	<b>166,667</b>	<b>8,302</b>	<b>666,667</b>	<b>2,000,000</b>
	<b>Net Income - CIF Funds/Grant</b>	<b>(1,731)</b>	<b>(33,333)</b>	<b>96,139</b>	<b>(133,333)</b>	<b>(400,000)</b>
	<b>Consolidated Net Income</b>	<b>56,264</b>	<b>(46,130)</b>	<b>220,204</b>	<b>(184,519)</b>	<b>(553,556)</b>

**Town of Clifton**  
**Account Balances**  
**FY26**

				<b>10/31/2025</b>				<b><u>Notes</u></b>
ASSETS								
	Current Assets							
	Checking/Savings							
		United Bank - Haunted Trail Account	32,447.32					
		United Bank - Events Acct	47,152.47					
		United Bank - Checking	196,265.71	Min Bal \$2,500	"Chairman's Club"			
		Untied Bank - Security Deposit	3,118.19					
		United Bank - Money Market Savings	240,524.84	Min Bal \$15,000				
		Investments-LGIP	1,347,852.46					
		<b>Total Checking/Savings</b>	<b>1,867,360.99</b>					

## Town of Clifton CARES Summary - SLGRF

Total Received SLGRF 303,992.00

	Obligated as of 12/31/24	Expended as of 10/31/25	Dates	
Ayre Square Purchase	\$ 91,184.55	\$ 91,184.55	12/21/2021	
Harris Park Extension Purchase	\$ 74,452.95	\$ 74,452.95	12/21/2021	
Harris Park Extension Cleanup	\$ 11,500.00	\$ 11,500.00	4/1/22-5/31/22	
Administrator Position	\$ 108,670.85	\$ 84,058.75	4/16/24-12/31/26	
Floodplain Park Invasive Plant Control	\$ 775.00	\$ 775.00	9/1/23-3/31/24	
Gazebo Repair	\$ 3,050.00	\$ 3,050.00	7/1/24-7/31/24	
Caboose Repairs	\$ 9,500.00	\$ 6,500.00	8/6/24-6/30/26	
Flood Plain Parking Lot Rehab	\$ 4,858.65	\$ 3,348.00	9/1/24-6/30/26	bridge repairs could go
	\$ 303,992.00	\$ 274,869.25		
Remaining	-	as of 12/31/24		

## **LJC update 11/5/25**

### **1) National Railroad Partnership Program / Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program**

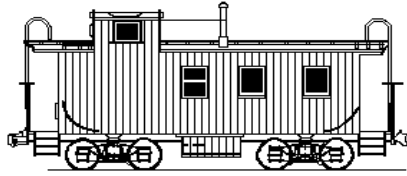
- a) This program provides funding for capital projects that reduce the state of good repair backlog, improve performance, or expand or establish new intercity passenger rail service, including privately operated intercity passenger rail service, if an eligible applicant is involve
- b) A project to replace, rehabilitate, or repair infrastructure, equipment, or a facility used for providing intercity passenger rail service to bring such assets into a state of good repair
- c) Due by 11:59pm Jan 7th
- d) Will work w/Herrity's office on this

### **2) Biker Sundays**

- a) Met with Lynn, Steve, Heritty, and our Sully police
- b) Plan to monitor
- c) Police encouraged anyone who has their driveway or sidewalk blocked to call the non-emergency number

### **3) Files**

- a) Moved from storage unit
- b) In Barker bldg
- c) Huge thanks to Michelle Stein for connecting us with Anna who has begun taking inventory
- d) Will begin the work of scanning any old meeting minutes in and getting them on the website



Town of Clifton, Virginia  
P.O. Box 309  
Clifton, VA 20124

November 4, 2025

**TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II**  
**VDOT Project: CLFT-029-101, P102, R201, C502**  
**(UPC 109949) & (UPC 126584)**

**PROJECT UPDATE**

- A. Roadway Construction Project – Holding. Waiting on completion of the Duct Bank Construction.
- B. Duct Bank Construction Project – An email was received from VDOT recommending the rejoining of the Duct Bank Project with the Roadway Construction Project (parent project). The Project Design Team made their evaluation of the bid received and the advertisement process and returned an email to VDOT requesting the Duct Bank Project remain its own project and to readvertise the project immediately. If a favorable bid is then received the Duct Bank Project would move forward. If a favorable bid is not received the Duct Bank Project would then be rejoined with the parent project. While the readvertisement is taking place the IFB for the parent project will be completed with a goal to have it completed by December 15<sup>th</sup> in case the projects are required to be rejoined at that time. A response from VDOT is pending.
- C. Advertisement – The advertisement resulted in a single bid that was not viable.
- D. Easements – All easements have been recorded.
- E. Utilities – A response is still pending from Verizon and Cox Communications. A response was received from NOVEC. They offered some amendments to the agreement. They were minor and the amended agreement was returned to NOVEC with comments that corrected a few items that are believed to be unintentional. The Project Team is waiting for a response.

A final plan and estimate were received from all the utility companies. These were submitted to VDOT for their approval which is in lieu of requiring a separate land use permit. Approval was received from VDOT on August 26, 2025. Each utility company received a letter for Authorization for Facility Relocation.

Verizon has begun the process of mining the existing copper lines. They have tagged the lines with a red ribbon. The Project Team is waiting for Verizon to provide a schedule.

- F. Railroad Coordination - The Town continues to have communication through Keyana Holloway with Norfolk Southern.

The Project Team is waiting for a final amendment to the existing lease between the Town and the railroad for the required mill and overlay in the railroad right-of-way, as well as the new Street Light that will be located in the railroad right-of-way.

- G. Construction Services Approval – The Project Team is reviewing the proposed change orders received from CES. A final resolution is still pending along with a change order from J2. These will be presented to the Town Council for approval..

**Needed actions for Project by the Town Council**

Approval of Change Order #3.

Susan Yantis & Geri Yantis  
Streetscape Project - Project Managers